#### **DATA CENTER**

The Data Center coordinates all data processing functions for the City with staff coverage over two shifts. The Data Center provides formal training to users and routinely assists departments and personnel in office automation including: financial accounting; budgeting; water billing; police; court; and other systems.

#### **Budget Highlights**

The adopted 1994 budget shows a decrease of \$219,030 from the 1993 adopted budget. The approved 1995 budget decreases \$952,140 from the adopted 1994 budget.

- The final payment for bonds issued in 1988 to initiate the Data Center is paid in 1993, and the final payment for bonds issued in 1989 for the public safety system will be paid in 1994. The absence of bond payments will reduce the annual operating budget for the Data Center by \$1.1 million annually.
- The contingency account includes \$383,000 (in 1993) for a Capital Projects Maintenance Tracking System and \$125,000 (in 1994) for the operations expenses of a Geographical Information System. Expenditure is based upon the ability to identify offsetting revenue from capital projects and other cost centers benefiting from these systems.
- The Attorney General has mandated all cities provide incident based reporting to the KBI. The additional data storage, data processing, and programming requirements to comply will require \$470,000 in 1993 and \$360,000 in 1994, exclusive of normal operational costs.
- The budget includes \$57,600 for a printer replacement program to provide less maintenance-intensive units, and will result in an annual savings of approximately \$20,000.
- The Center's high speed, large volume laser printer will be replaced in 1994 at a cost of \$70,000.
- Expiration of several pre-paid maintenance agreements and warranties in 1993 will necessitate additional maintenance expenses totaling \$90,710 in 1994 and 1995.

#### **Budget Summary**

	1992 Actual	1993 Adopted	1993 Revised	1994 Adopted	1995 Approved
Personal Services	501,502	497,780	524,600	545,010	549,830
Contractual Services	446,219	544,150	504,950	605,330	650,320
Commodities	69,647	67,250	71,950	69,180	69,980
Capital Outlay	329,001	152,500	637,400	485,900	50,500
Other	1,146,886	1,472,760	1,634,170	809,990	242,640
TOTAL	2,493,255	2,734,440	3,373,070	2,515,410	1,563,270

FUND:

600 - DATA PROCESSING CENTER

DEPARTMENT:

03 - FINANCE

DIVISION:

80 - DATA CENTER

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
	Regular Salaries	368,298	377,030	378,400	380,610	392,960	396,950
	Special Salaries	12	0	0	0	0	0
	Overtime	1,504	5,000	5,000	5,000	5,000	5,000
	Employee Benefits	131,689	131,890	141,200	137,520	147,050	147,880
150	Planned Savings	0.	(16,140)	0	(15,010)	0	0
	SUBTOTAL PERSONAL SERVICES	501,502	497,780	524,600	508,120	545,010	549,830
210	Utilities	29,500	29,500	29,500	29,500	29,500	29,500
	Communications	37,457	25,450	26,620	25,530	26,270	26,270
230	Transportation and Training	19,499	40,000	40,010	40,000	40,010	40,000
240	Insurance	0	0	0	0	0	0
250	Professional Fees	2,144	5,940	7,230	6,040	6,060	3,170
	Data Processing	241,380	367,830	335,680	372,130	435,370	480,940
	Equipment Contractuals	45	100	100	100	100	100
	Building and Grounds Contractuals Other Contractuals	0 116,194	75,330	65,810	73,990	68,020	0 70,340
250	Other Contractuals	110,134	75,330		73,550	68,020	10,540
	SUBTOTAL CONTRACTUAL SERVICES	446,219	544,150	504,950	547,290	605,330	650,320
310	Office Supplies	30,034	48,420	52,560	46,520	53,050	51,150
	Clothing and Towels	0	100	100	100	100	100
	Chemicals	0	0	0	0	0	0
340	Equipment Parts	9,046	9,730	9,730	9,730	9,730	9,730
350	Materials	0	0	0	0	0	0
	Equipment Supplies	1,580	5,000	2,300	5,000	2,300	5,000
	Building Parts	0	1,500	1,500	1,500	1,500	1,500
	Non-Capitalizable Equipment Other Commodities	28,987 0	2,500 0	5,760 0	2,500 0	2,500 0	2,500 0
	SUBTOTAL COMMODITIES	69,646	67,250	71,950	65,350	69,180	69,980
			1. A				*
410	Land	0	0	0	0	o .	0
	Buildings	0	0	0	0	0	0
	Improvements	ŏ	ŏ	ŏ	ŏ	ŏ	ŏ
	Office Equipment	1,648	0	0	0	Ō	Ō
450	Vehicular Equipment	0	O	0	O.	Ö	0
	Operating Equipment	327,353	152,500	637,400	120,500	485,900	50,500
	SUBTOTAL CAPITAL OUTLAY	329,001	152,500	637,400	120,500	485,900	50,500
		orradorado onva volumb	an a sa s	o transporte de la constanta	n n en jugantation o <u>w</u> er.	ene la energia de la compania de la	
	Interfund Transfers			1 126 170			0
	Debt Service Other Non-Operating Expenses	1,146,886	1,136,170			520,890	242.640
	Other Non-Operating Expenses Other	0	036,530	498,000 0	245,190 0	289,100 0	242,640 0
	SUBTOTAL OTHER	1,146,886	1,472,760	1,634,170	766,080	809,990	242,640
				and the second second			
TO	TAL	<u>2,493,255</u>	2,734,440	<u>3.373.070</u>	2.007,340	2.515.410	<u>1.563,270</u>

FUND: 600 - DATA PROCESSING CENTER

DEPARTMENT: 03 - FINANCE
DIVISION: 80 - DATA CENTER

The Data Center is responsible for coordination of the City's total automation effort. Specific functions include staff assistance to the Management Information Systems Team in developing and directing long-range plans, liaison between County Data Processing and City departments, consulting, reviewing, and training of office automation users and all computer operations in support of finance, payroll and utility billing applications. Eleven positions are assigned these functions, and are organizationally part of the City Manager's Office.

		POSITIONS	;	1994				
POSITION TITLE	1992 REVISED	1993 ADOPTED	1994 ADOPTED	EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
Data Center Director	1	1	1	006	53,040	57,630	57,630	57,630
System Analyst III	2	2	. 2	113	81,430	88,880	88,880	88,880
System Analyst II	3	4	4	116	119,640	104,580	104,580	104,580
System Analyst I	3	2	. 2	119	56,800	58,250	68,830	68,830
Computer Machine Operator II	1	1	. 1	622	24,140	24,520	26,060	27,790
Computer Machine Operator I	1	- 1	1	619	20,900	21,210	22,500	23,940
Clerk II	. 0	. 0	. 1	615	0	18,730	19,860	20,660
Clerk I	. 1	1	. 0	613	18,380	0	0	0
Subtotal	12	12	12		374,330	373,800	388,340	392,310
ADD: Longevity		•			880	940	960	980
Shift Differential					550	0	0	0
Employee Compensation					1,270	3,660	3,660	3,660
TOTAL					377,030	378,400	392,960	396,950

## NOTES

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APFROVED
Budgeted revenues:	6 005 450	6.046.480	£ 045 200	6 006 610	0.400.400	0.440.400
Vehicle rent Other rent	6,005,450 379,950	6,046,480 383,750	6,045,290 383,750	6,226,610 395,300	6,169,480 391,430	6,149,480 391,430
Inventory sales and surplus	1,136,272	373,000	373,000	373,000	373,000	373,000
Other	129,620	84,000	84,000	84,000	84,000	84,000
Fatal budgeted research	7,651,292	6.887.230	6,886,040	7,078,910	7,017,910	6,997,910
Total budgeted revenues	7,001,252	0,667,230	0,000,040	7,076,910	7,017,910	0,937,510
Budgeted expenditures: Personal services	1,952,685	1,965,620	2,009,210	2,022,990	2,040,100	2,091,190
Contractual services	426,218	445,990	462,550	446,470	488,990	488,990
Materials and supplies	1,825,556	1,880,550	1,916,620	1,875,550	1,917,280	1,915,270
Principal - debt service	27,388	27,550	27,550	27,550	27,550	27,550
Interest - debt service	13,695	12,050	12,050	10,370	10,370	8,680
Capital outlay	2,387,572	2,525,000	2,428,780	2,575,500	2,474,140	2,441,170
Cost of materials used	815,985 O	0	0	0	0	0
Prior year encumbrance						· · · · · · · · · · · · · · · · · · ·
Total budgeted expenditures	7,449,099	6,856,760	6,856,760	6,958,430	6,958,430	6,972,850
Appropriated fund balance		81,030	81,030	82,090	82,090	82,090
Total budgeted expenses	7,449,099	6,937,790	6,937,790	7,040,520	7,040,520	7,054,940
Budgeted income (loss)	<b>202,193</b>	(50,560)	(51,750)	38,390	(22,610)	(57,030)
Adjustments for GAAP						
reporting requirements:	/4 E22 E40\	12 408 000	(1 496 000)	12 409 000	(2.227.000)	21 PPD 000
Depreciation	(1,523,549)	(2,408,000) O	(1,486,000)	(2,408,000)	(2,337,000)	(000,688'1)
Accural adjustment Debt service principal	30,433 27,388	27,550	27,550	27,550	27,550	27,550
Capital outlay	2,387,572	2,525,000	2,428,780	2,575,500	2,474,140	2,441,170
Total adjustments	921,844	144,550	970,330	195,050	164,690	579,720
Net income (loss) before					and the second	i e e kirili
operating transfers	1,124,037	93,990	918,580	233,440	142,080	522,690
ncrease (decrease) in retained earnings	1,124,037	93.990	918.580	233,440	142.080	522,690
Retained earnings January 1	4,464,758	4,637,498	5,588,795	4,731,488	6,507,375	6,649,455
Retained earnings					The second secon	
December 31	5,588,795	4,731,488	6,507,375	4,964,928	6,649,455	7,172,145
Revenue/expenditure coverage:						
Increase (decrease) in						
retained earnings	1,124,037	93,990	918,580	233,440	142,080	522,690
Add: Depreciation  Bond proceeds	1,523,549 (30,433)	2,408,000	1,486,000 0	2,408,000	2,337,000	000,688,1
	; (00,703)	Ö	Ŏ	ŏ	Ö	ŏ
Less: Debt service principal Capital outlay	(27,388) (2,387,572)	(27,550) (2,525,000)	(27,550) (2,428,780)	(27,550) (2,575,500)	(27,550) (2,474,140)	(27,550) (2,441,170)
Revenues generated over (under)						
expenditure requirements	202,193	(50,560)	(51,750)	38,390	(22,610)	(57,030)

FUND:

605 - EQUIPMENT MOTOR POOL

DEPARTMENT:

13 - PUBLIC WORKS

DIVISION:

30 - FLEET AND BUILDINGS

SECTION:

02 - FLEET MAINTENANCE/CMF

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	1,544,656	1.554.090	1,581,100	1,579,550	1,609,980	1,638,460
120 Special Salaries	2,725	0	3,500	0	3,500	3,500
130 Overtime	11,803	9,000	9,000	9,000	9,000	9.000
140 Employee Benefits	393,501	471,790	478,780	504,730	506,070	510,670
150 Planned Savings	000.00	(69,260)	(63,170)			
SUBTOTAL PERSONAL SERVICES	1,952,685	1,965,620	2,009,210	2,022,990	2,040,100	2,091,190
SOBTOTAL PERSONAL SERVICES	1,352,003	1,505,020	2,000,210		2,040,100	2,001,100
210 Utilities	156.522	155,340	160,510	155,340	162,010	162,010
220 Communications	14,325	20,000	18,400	20,100	19,280	19,280
	5,954	5,960	6,620	5,960	6,620	6,620
230 Transportation and Training	The state of the s	9,690	9,690	9,750	32,310	32,310
240 Insurance	9,260	The street contract the second	and the second of the second o	er e	4,150	4,150
250 Professional Fees	6,669	5,050	4,150	5,050	the contraction of the contraction of the force	26,140
260 Data Processing	26,005	25,950	26,140	25,950	26,140	
270 Equipment Contractuals	18,358	150	34,560	150	34,560	34,560
280 Building and Grounds Contractuals	64,458	70,890	66,320	72,330	67,760	67,760
290 Other Contractuals	124,667	152,960	136,160	151,840	136,160	136,160
SUBTOTAL CONTRACTUAL SERVICES	426,218	445,990	462,550	446,470	488, <del>9</del> 90	488,990
310 Office Supplies	6,895	8,660	8,660	8,660	8,660	8,660
	4,051	13,720	0,000	13,720	0,000	Λ
320 Clothing and Towels	The second control of	a antico e e e e e e e e e e e e e e e e e e e			ŏ	ŏ
330 Chemicals	0	0		erana i kanada kata wata kata walio wata 1885a i		-0.00000000000000000000000 <del>0</del> 00
340 Equipment Parts	938,719	820,000	859,130	815,000	859,130	859,130
350 Materials	216	0	0	0	0	0
360 Equipment Supplies	823,151	968,270	980,000	968,270	980,000	980,000
370 Building Parts	22,966	51,900	47,120	51,900	47,780	45,770
380 Non-Capitalizable Equipment	15,267	12,650	13,710	12,650	13,710	13,710
390 Other Commodities	14,291	5,350	8,000	5,350	8,000	8,000
SUBTOTAL COMMODITIES	1,825,556	1,880,550	1,916,620	1,875,550	1,917,280	1,915,270
All the second of the second	er Herende i de in de da las de las de	nd somewher is a mac <b>ien</b> t.	0	lasan managana		
410 Land	0	ilek alika e <b>o</b> k		0	0	0
420 Buildings			0	-		
430 Improvements	0	0	ō		Ō	ō
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	2,337,806	2,447,760	2,404,500	2,527,640	2,474,140	2,429,500
460 Operating Equipment	49,766	77,240	24,280	47,860	0	11,670
SUBTOTAL CAPITAL OUTLAY	2,387,572	2,525,000	2,428,780	2,575,500	2,474,140	2,441,170
	en andere en			- Nestanos sa Austrialista	numero to oto establishe de l'acode.	Marina i pri deserba
510 Interfund Transfers	0	0 000		0 000	and the contract of the contra	0 222
520 Debt Service	41,083	39,600	39,600		37,920	36,230
530 Other Non-Operating Expenses 540 Other	0 815,985	0	0	0		0
		00.000	00.000	07.000	07.000	00.000
		39,600	39,600	37,920	37,920	36,230
SUBTOTAL OTHER	857,068	33,000	00,000	00,000	00,000	
SUBTOTAL OTHER	857,068	39,000	00,000	37,732		

## FLEET AND BUILDINGS (FLEET MAINTENANCE)

Fleet Maintenance is responsible for preventative and major maintenance of vehicle and equipment for the City fleet.

#### **Budget Highlights**

The proposed 1994 budget shows an increase of \$101,670 over the 1993 adopted budget. The approved 1995 budget increases \$14,420 over the 1994 budget.

- The 1994 adopted budget contains a two percent rate increase for vehicle/equipment rental and Central Maintenance Facility rental.
- Replacement of 86 Police patrol vehicles (\$1,204,000) and 23 other Police vehicles (\$230,000) is included in the 1995 approved budget.

#### **Budget Summary**

	1992 Actual	1993 Adopted	1993 Revised	1994 Adopted	1995 Approved
	Acce	дория			
Personal Services	1,952,685	1,965,620	2,009,210	2,040,100	2,091,190
Contractual Services	426,218	445,990	462,550	488,990	488,990
Commodities	1,825,556	1,880,550	1,916,620	1,917,280	1,915,270
Capital Outlay	2,387,572	2,525,000	2,428,780	2,474,140	2,441,170
Other	857,068	39,600	39,600	37,920	36,230
TOTAL	7,449,099	6,856,760	6,856,760	6,958,430	6,972,850

FUND: 605 - EQUIPMENT MOTOR POOL

DEPARTMENT: 13 - PUBLIC WORKS

DIVISION: 30 - FLEET AND BUILDINGS
SECTION: 02 - FLEET MAINTENANCE/CMF
ACTIVITY: 01 - FLEET MAINTENANCE

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	1,497,949	1,504,750	1,531,110	1,530,210	1,559,940	1,588,370
120 Special Salaries	2,655	0	3,500	0	3,500	3,500
130 Overtime	11,732	9,000	9,000	9,000	9,000	9,000
140 Employee Benefits 150 Planned Savings	377,378 0	456,560 (65,800)	463,500 (59,790)	488,590 (66,830)	490,090 (73,440)	494,720 (66,900
SUBTOTAL PERSONAL SERVICES	1,889,714	1,904,510	1,947,320	1,960,970	1,989,090	2,028,690
210 Utilities	761	1,300	1,300	1,300	1,300	1,300
220 Communications	13,397	19,100	17,530	19,200	18,410	18,410
230 Transportation and Training	5,954	5,960	6,620	5,960	6,620	6.620
240 Insurance	480	480	480	540	13,470	13,470
250 Professional Fees	6,483	5,050	4,150	5,050	4,150	4,150
260 Data Processing	26,005	25,950	26,140	25,950	26,140	26,140
270 Equipment Contractuals	18,358	150	34,560	150	34,560	34,560
280 Building and Grounds Contractuals	52,048	52,520	52,520	53,570	53,570	53,570
290 Other Contractuals	124,587	152,960	136,160	151,840	136,160	136,160
SUBTOTAL CONTRACTUAL SERVICES	248,073	263,470	279,460	263,560	294,380	294,380
310 Office Supplies	6,817	8,500	8,570	8,500	8,570	8,570
320 Clothing and Towels	4,051	13,650	0	13,650	0	(
330 Chemicals	0	0	0	0	. 0	(
340 Equipment Parts	936,976	816,500	856,630	811,500	856,630	856,630
350 Materials	216	0	0	0	0	
360 Equipment Supplies	822,324	967,740	978,700	967,740	978,700	978,700
370 Building Parts	15 227	1,300	12710	1,300	0	40.74
880 Non-Capitalizable Equipment  90 Other Commodities	15,237 7,688	12,450 1,050	13,710 1,000	12,450 1, <b>0</b> 50	13,710 1,000	13,710 1,000
SUBTOTAL COMMODITIES	1,793,309	1,821,190	1,858,610	1,816,190	1,858,610	1,858,610
110 Land	0	Ō	ō	Ō	o.	(
420 Buildings	0	0	0	0	0	(
130 Improvements 140 Office Equipment	0	0	0	0	0	
450 Vehicular Equipment	2,337,806	2,447,760	2,404,500	2,527,640	2,474,140	2,429,500
160 Operating Equipment	49,766	77,240	24,280	47,860	0	11,67
SUBTOTAL CAPITAL OUTLAY	2,387,572	2,525,000	2,428,780	2,575,500	2,474,140	2,441,170
510 Interfund Transfers		0	0	0	0	
520 Debt Service	• • • • • • • • • • • • • • • • • • • •	0	0	0	0	
530 Other Non-Operating Expenses 640 Other	0 <b>815,98</b> 5	0 0	0 0	0	0 0	(
SUBTOTAL OTHER	815,985	0	0	0	0	•
TOTAL	7,134,653	0 544 470	0 544 470	<u>6.616.220</u>	0.040.000	

FUND:

**605 - EQUIPMENT MOTOR POOL** 

**DEPARTMENT: 13 - PUBLIC WORKS** 

DIVISION:

30 - FLEET AND BUILDINGS

SECTION: **ACTIVITY:**  02 - FLEET MAINTENANCE/CMF 01 - FLEET MAINTENANCE

This activity purchases, repairs and maintains vehicles and equipment used by City user activities. Preventive maintenance, emergency repairs and propane fueling are performed at the main Central Maintenance Facility at 1801 South McLean, on a 24-hour, seven-day per week basis.

the contract of the contract o	992 VSD	POSITIONS 1993 1994 ADOPTED ADOPTED	1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
Fleet and Buildings Director	1	ing. Tighting (stress) (see	007	56,780	60.220	60.220	60,220
Inv. & Mat. Control Officer	1	1 1	116	36,570	38,480	38.480	38,480
Fleet Maintenance Supervisor	1	1 1	116	36,570	38,590	38,590	38,590
Equipment Maintenance Supv.	2	2 2	117	70,180	73,820	73,820	73,820
Information Systems Coord.	- ī	1 1	120	28,860	30,290	30,290	30,290
Mechanic Supervisor	4	4 4	624	121,130	121,190	122,800	123,770
Mechanic III	4	4 4	623	115,420	119,230	119,230	119,230
Body Shop Supv./Mech. II	1	i i	623	28,860	29,810	29,810	29,810
Administrative Aide II	1	1. 1	623	28,860	29,810	29,810	29,810
Mechanic II	19	19 19	622	507,280	516,540	526,960	533,770
Machinist Mechanic	1	1 1	622	27,510	28,420	28,420	28,420
Body Shop Mechanic I	2	3 3	622	69,980	66,360	68,870	78,020
Account Clerk II	2		619	46,670	47,870	49,410	49,410
Storekeeper II	3	3 3	619	71,750	74,120	74,120	74,120
Mechanic I	4	4 4	618	89,610	91,840	93,630	94,420
Storekeeper I	5	6 6	617	115,610	116,080	121,880	127,740
Automotive Service Worker/				-			20 15 mm 数据
Service Attendant	5	4 4	616	73,780	74,900	79,370	83,820
Subtotal	57	58 58		1,525,420	1,557,570	1,585,710	1,613,740
				10,180	10,140	11,120	12,320
ADD: Longevity				4,580	5.850	5,850	5,850
Shift Differential - 2nd				4,370	5,730	5,730	5,730
Shift Differential - 3rd				30,510	0,730	3,730	0,700
Employee compensation Charge - Public Works Administratio	n ·	n garage	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	22,150	22,640	22,350	21,550
Subtotal				1,597,210	1,601,930	1,630,760	1,659,190
LESS: Charge - Building Services	٠.			(92,460)	(70,820)	(70,820)	(70,820)
TOTAL				1,504,750	1,531,110	1,559,940	1,588,370

FUND:

605 - EQUIPMENT MOTOR POOL

**DEPARTMENT: 13 - PUBLIC WORKS** 

DIVISION: SECTION:

30 - FLEET AND BUILDINGS 02 - FLEET MAINTENANCE/CMF

**ACTIVITY:** 

02 - CENTRAL MAINTENANCE FACILITY

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110	Regular Salaries	46,707	49,340	49,990	49,340	50,040	50,090
120	Special Salaries	70	0	0	0	0	. 0
130	Overtime	71	0	0	0	0	0
140	Employee Benefits	16,123	15,230	15,280	16,140	15,980	15,950
150	Planned Savings	0	(3,460)	(3,380)	(3,460)	(15,010)	(3,540)
	SUBTOTAL PERSONAL SERVICES	62,971	61,110	61,890	62,020	51,010	62,500
210	Utilities	155,761	154,040	159,210	154,040	160,710	160,710
	Communications	928	900	870	900	870	870
	Transportation and Training	0	- 300 0		്റ്		ΰκ
	Insurance	8.780	9,210	9,210	9,210	18,840	18,840
	Professional Fees	186	,, i o	ن ان ان	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	0.00	10,040
	Data Processing	0	8: 20:3:11:11:11:11:11:11:11:11:11 O	0	0	0	0
	Equipment Contractuals	ŏ	a a a a a a a a a a a a a a a a a a a	· · · · · · · · · · · · · · · · · · ·	man en en e	് ്	ň
	Building and Grounds Contractuals	12,410	18,370	13,800	18,760	14,190	14,190
	Other Contractuals	12,410	10,370	13,600	10,700	14,190	14,130
250	Other Contractuals					9	•
	SUBTOTAL CONTRACTUAL SERVICES	178,145	182,520	183,090	182,910	194,610	194,610
210	Office Supplies	78	160	90	160	90	90
	Clothing and Towels	0	70	0	70	0	0
		ŭ de la dela de	70	Ö	,, 0	Ŏ	ő
	Chemicals	TO SELECTION OF THE PROPERTY O	annani, kamananan-	and analysis from a sur-state state of a			deedd weerd herebeedd neaegau mea
	Equipment Parts	1,743	3,500	2,500	3,500	2,500	2,500
	Materials	0	0	0	0	0	
	Equipment Supplies	827	530	1,300	530	1,300	1,300
	Building Parts	22,966	50,600	47,120	50,600	47,780	45,770
	Non-Capitalizable Equipment Other Commodities	30 6,603	200 4,300	7,000	200 4,300	7,000	7,000
	SUBTOTAL COMMODITIES	32,247	59,360	58,010	59,360	58,670	56,660
410	Land	0	0	0	0	0	0
420	Buildings	0	0	0	0	0	0
430	Improvements	0	0	0	0	0	0
440	Office Equipment	0	0	0	0	0	0
	Vehicular Equipment	0	0	0	0	0	0
460	Operating Equipment	0	0	0	0	0	0
	SUBTOTAL CAPITAL OUTLAY	O	0	0	0	0	0
510	Interfund Transfers	0	0	· · · · · · · · · · · · · · · · · · ·	0	n	0
-	Debt Service	41,083	39,600	39,600	37,920	37,920	36,230
	Other Non-Operating Expenses	71,000			37,320	ั′′ัก	30,230 0
	Other	Ŏ	Ō	0	0	Ŏ	0
	SUBTOTAL OTHER	41,083	39,600	39,600	37,920	37,920	36,230
<b>TO</b> 1	<b>TAL</b>	314.446	<b>342,59</b> 0	342.590	<u>342.210</u>	342,210	<u>350.000</u>

# NOTES

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
Budgeted revenues:				<del></del>	· · · · · · · · · · · · · · · · · · ·	
Group life insurance - employee						400
contribution	250,123	242,000	242,000	242,000	248,000	254,000
Group life insurance - City						
contribution	135,363	134,000	138,000	134,000	141,000	145,000
Group Life-interest earnings	472,469	85,000	85,000	85,000	120,000	85,000
Group Life-investments	14,608	0	0	0	0	
Group health insurance - employee						
contribution	2,843,071	3,081,150	3,243,890	3,543,320	3,479,670	4,001,620
Group health insurance - City						.,
contribution	6,305,553	6,578,840	6,430,250	7,565,910	7,394,790	8,504,010
Group health insurance - City			.,,		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-,
contribution (retirees)	0	155,000	149,820	178,000	172,290	198,130
Group health-interest earnings	114,091	258,000	150,000	298,000	190,000	255,000
Group health - other	4,843	0	0	0	0	100,000
Workers' compensation - City	7,070					, •
contribution	1,651,002	2,118,370	2,118,370	2,311,920	2,311,920	2,658,710
Workers' comp-interest earnings	68,180	155,320	155,320	123,000	123,000	123,000
Reimbursed expenditures -	00,100	100,020	100,020	120,000	120,000	120,000
Workers' compensation	0	0	0	0	0	0
Workers' compensation - other	ŏ	Ö	ŏ	Ŏ	Ö	Ö
General liability - City	U	· ·	U		•	
contribution	1,935,266	1,859,050	1,859,050	1,859,430	1,859,430	1,859,430
General liability-interest earnings	110,449	117,000	117,000	116,000	116,000	116,000
General liability-Water & Sewer	173,996	219,650	219,650	219,870	219,870	219,870
General hability-water & Sewer	173,330	213,000	219,000	219,870	213,670	219,670
Total budgeted revenues	14,079,014	15,003,380	14,908,350	16,676,450	16,375,970	18,419,770
Budgeted expenditures:	F70 F7F	077 700	700 700		707 700	707.040
Group life insurance	573,575	677,760	722,760	687,760	787,760	787,810
Group life transfer out	0	0	0	0	0	44 000 000
Group health insurance	9,390,566	9,896,930	9,905,900	11,441,180	11,200,680	11,200,680
Workers' compensation	1,309,970	2,136,940	2,136,940	2,448,470	2,394,000	2,694,460
Workers' comp transfer out	0			0	0	0
General liability	870,683	2,792,240	2,812,240	2,793,450	2,809,980	2,938,410
General liability transfer out	0	0	'. O	0	0	0
Appropriated fund balance		1,730	0	1,620	0	0
$\mathcal{L}_{\mathcal{A}} = \{ (1, 2, \dots, 2, 2, \dots, 2, 2, \dots, 2,$						
Total budgeted expenditures	12,144,794	15,505,600	15,577,840	17,372,480	17,192,420	17,621,360
Budgeted income (loss)	1,934,220	(502,220)	(669,490)	(696,030)	(816,450)	798,410
ncrease (decrease) in retained earnings	1,934,220	(502,220)	(669,490)	(696,030)	(816,450)	798,410
Retained earnings January 1	7,351,186	6,410,666	9,285,406	8,615,916	8,615,916	7,919,886
Retained earnings December 31	9,285,406	5,908,446	8,615,916	7,919,886	7,799,466	<b>8.718,29</b> 6

Group life Insurance: Employee contribution City contribution Interest earnings Investments  Total budgeted revenues  Budgeted expenses Transfer out	250,123 135,363 472,469 14,608 872,563 573,575	242,000 134,000 85,000 0 461,000	242,000 138,000 85,000 0	242,000 134,000 85,000 0	248,000 141,000 120,000	254,000 145,000
City contribution Interest earnings Investments  Total budgeted revenues  Budgeted expenses  Transfer out	135,363 472,469 14,608 872,563 673,575	134,000 85,000 0 461,000	138,000 85,000 0	134,000	141,000	145,000
Interest earnings Investments  Total budgeted revenues  Budgeted expenses  Transfer out	472,469 14,608 <b>872,563</b> 573,575	85,000 0 <b>461,000</b>	85,000 O			· · · · · · · · · · · · · · · · · · ·
Investments  Total budgeted revenues  Budgeted expenses  Transfer out	14,608 <b>872,563</b> 573,575	0 461,000	0	85,000 0	120,000	AP AA
Total budgeted revenues Budgeted expenses Transfer out	<b>872,563</b> <b>573,575</b>		0	. 0		85,000
Budgeted expenses Transfer out	573,575		AGE AAA		0	(
Transfer out		677,760	465,000	461,000	509,000	484,000
• T	0		722,760	687,760	787,760	787,810
otal budgeted expenses		0	0	0	0	
	573,575	677,760	722,760	687,760	787,760	787,810
Sudgeted income (loss)	298,988	(216,760)	(257,760)	(226,760)	(278,760)	(303,810
Retained earnings January 1	3,095,703	2,895,863	3,394,691	3,136,931	3,136,931	2,910,17
Retained earnings December 31	3,394,691	2,679,103	3,136,931	2,910,171	2,858,171	2,606,36
Froup health Insurance:		en e				
Employee contribution	2.843,071	3,081,150	3,243,890	3,543,320	3,479,670	4,001,62
City contribution-active	6,305,553	6,578,840	6,430,250	7,565,910	7,394,790	8,504,01
City contribution-retirees	0,000,000	155,000	149,820	178,000	172,290	198,13
Interest earnings	114,091	258,000	150,000	298,000	190,000	255,00
Other	4,843	0	0	0	0	
otal budgeted revenues	9,267,558	10,072,990	9,973,960	11,585,230	11,236,750	12,958,760
udgeted expenses	9,390,566	9,896,930	9,905,900	11,441,180	11,200,680	11,200,68
udgeted income (loss)	(123,008)	176,060	68,060	144,050	36,070	1,758,08
etained earnings January 1	2,166,493	2,362,943	2,043,485	2,111,545	2,111,545	2,255,59
etained earnings December 31	2,043,485	2,539,003	2,111,545	2,255,595	2,147,615	4,013,67
Vorkers' compensation:						
City contribution	1,651,002	2,118,370	2,118,370	2,311,920	2,311,920	2,658,71
Reimbursed expenditures Interest earnings	0 68,180	0 155,320	0 155,320	0 123,000	0 123,000	123,00
Other	0	0	0	0	0	.20,50
otal budgeted revenues	1,719,182	2,273,690	2,273,690	2,434,920	2,434,920	2,781,71
Budgeted expenses	1,309,970	2,136,940	2,136,940	2,448,470	2,394,000	2,694,46
Transfer out	0	· 150, 20	0	0	0	(
otal budgeted expenses	1,309,970	2,136,940	2,136,940	2,448,470	2,394,000	2,694,46
Budgeted income (loss)	409,212	136,750	136,750	(13,550)	40,920	87,25
Retained earnings January 1	(231,894)	(135,074)	177,318	314,068	314,068	300,51
Retained earnings December 31	177,318	1,676	314,068	300,518	354,988	387,76
Seneral liability: City contribution	1,935,266	1,859,050	1,859,050	1,859,430	1,859,430	1,859,43
Water and Sewer transfer in	173,996	219,650	219,650	219,870	219,870	219,87
Interest earnings	110,449	117,000	117,000	116,000	116,000	116,00
otal budgeted revenues	2,219,711	2,195,700	2,195,700	2,195,300	2,195,300	2,195,30
Budgeted expenses	870,683	2,792,240	2,812,240	2,793,450	2,809,980	2,938,41
otal budgeted expenses	870,683	2,792,240	2,812,240	2,793,450	2,809,980	2,938,41
Budgeted income (loss)	1,349,028	(596,540)	(616,540)	(598,150)	(614,680)	(743,11
Retained earnings January 1	2,320,884	1,286,934	3,669,912	3,053,372	3,053,372	2,455,22
letained earnings December 31	3,669,912	690,394	3,053,372	2,455,222	2,438,692	1,712,11

FUND:

615 - SELF-INSURANCE

DEPARTMENT: 03/04 - FINANCE/LAW

#### COMBINED DETAIL SUMMARY

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110	Regular Salaries	129,024	170,000	180.940	170,030	180.970	180,990
	Special Salaries	160,496	548,330		630,580	602,240	679,870
130	Overtime	0	0		O	0	0
140	Employee Benefits	43,640	495,490	494,170	565,680	563,410	632,540
150	Planned Savings	0	(2,240)	) 0	(2,240)	0	. 0
	SUBTOTAL PERSONAL SERVICES	333,160	1,211,580	1,223,380	1,364,050	1,346,620	1,493,400
240	Utilities	0	0		en e		
	Communications	2,489	2,280	2,930	2,300	2110	3,120
	Transportation and Training	2,644	7,120	7,020	7,120	3,110 7,020	7.020
	Insurance	10,127,130	11,505,390	11,500,900	13,020,920	12,716,610	12,874,710
	Professional Fees	813,472	965,860	990,860	1,074,800	1,029,800	1,130,440
	Data Processing	6,672	9.480	10,310	9,080	12,230	12,230
270	Equipment Contractuals	1,259	2,900	2,900	2,900	4,100	4,300
280	Building and Grounds Contractuals	161	0	0	0	0	0
290	Other Contractuals	122,164	284,450	284,550	374,840	374,710	384,390
	SUBTOTAL CONTRACTUAL SERVICES	11,075,991	12,777,480	12,799,470	14,491,960	14,147,580	14,416,210
	Office Supplies	2,544	4,970	5,920	5,010	17,880	17,880
	Clothing and Towels	0	0	0	0	0	0
	Chemicals		Ŏ	ŏ	Ŏ	O.	Ō
	Equipment Parts	241 0	0	0	0	0	0
	Materials Equipment Supplies	0	0	0	0	0	0
	Building Parts	o o	Ö	ŏ	Ö	ŏ	0
	Non-Capitalizable Equipment	1,36		0	0	· ·	0
	Other Commodities	56,571	10,000	10,000	10,000	56,000	65,000
÷ .	SUBTOTAL COMMODITIES	59,492	14,970	15,920	15,010	73,880	82,880
440	Land	0	0		0	873 (J., 58, 19 Faces	0
	Buildings	• • • • • • • • • • • • • • • • • • •	· Vest processor (comment)		0	0	0
	Improvements	ŏ	് ്	. Transaction of	ŏ	ŏ	Ŏ
	Office Equipment	0	0	0	0	0	0
	Vehicular Equipment	0	Ö	0	Ŏ	o o	0
	Operating Equipment	3,806	15,000	9,000	15,000	3,000	3,000
	SUBTOTAL CAPITAL OUTLAY	3,806	15,000	9,000	15,000	3,000	3,000
510	Interfund Transfers	Ö	O'	0	0	0	0
	Debt Service	0	Ō	- 16 0 MILANES - 90	0	0	Õ
	Other Non-Operating Expenses	672,345	1,484,840	1,530,070	1,484,840	1,621,340	1,625,870
540	Other	0	0	0	0	0	0
	SUBTOTAL OTHER	672,345	1,484,840	1,530,070	1,484,840	1,621,340	1,625,870

**TOTAL** 

12.144.794 15.503.870 15.577.840 17.370.860 17.192.420 17.621,360

State of the State

#### **SELF-INSURANCE**

The Self-Insurance Fund includes Group Life insurance, Group Health insurance, Workers' Compensation, and General Liability (Risk Management, Safety Office, Tort Liability).

#### **Budget Highlights**

The adopted 1994 budget shows an increase of \$1,688,550 over the 1993 adopted budget. The approved 1995 budget increases \$428,940 over the 1994 budget.

- Anticipated 1995 rate increases for Health and Workers' Compensation insurance are not included in Departmental budgets.
- Increases in the Safety Incentive Program (\$46,000 1994; \$55,000 1995) are included.
- Contingency funds (\$41,060) are provided for adjuster services.
- Workers' Compensation and Risk Management expenditures are reduced by \$145,000 in 1994 and \$205,000 in 1995 in anticipation of successful safety and claims review programs.

#### **Budget Summary**

	1992	1993	1993	1994	1995
	Actual	Adopted	Revised	Adopted	Approved
Personal Services	333,160	1,211,580	1,223,380	1,346,620	1,493,400
Contractual Services	11,075,991	12,777,480	12,799,470	14,147,580	14,416,210
Commodities	59,492	14,970	15,920	73,880	82,880
Capital Outlay	3,806	15,000	9,000	3,000	3,000
Other	672,345	1,484,840	1,530,070	1,621,340	1,625,870
TOTAL	12,144,794	15,503,870	15,577,840	17,192,420	17,621,360

FUND:

615 - SELF-INSURANCE

DEPARTMENT:

03 - FINANCE

DIVISION: SECTION: **02 - FINANCIAL MANAGEMENT** 

02 - CENTRAL ACCOUNTING

ACTIVITY: 03 - WORKERS' COMPENSATION

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	27,591	27,100	27,470	27,130	27,500	27,520
120 Special Salaries	160,496	548,330	548,270	630,580	602,240	679,870
130 Overtime	0	0	0	0	0	, O
140 Employee Benefits	18,494	458,430	456,970	527,070	525,540	594,820
150 Planned Savings	0	0	0	0	0	0
SUBTOTAL PERSONAL SERVICES	206,581	1,033,860	1,032,710	1,184,780	1,155,280	1,302,210
210 Utilities	0	· .	O	O	n.	O
220 Communications	137	230	280	230	310	310
230 Transportation and Training	Ŏ	ૺૼૼૼૼૼ	0			Ö
240 Insurance	324,732	221,880	221,880	255,160	255,160	293,440
250 Professional Fees	698,657	726,200	726,200	835,140	785,140	890,780
260 Data Processing	0	0	1,100	0	4,420	4,420
270 Equipment Contractuals	43	0	0	0	0	0
280 Building and Grounds Contractuals	0	0	0	0	0	0
290 Other Contractuals	79,820	148,770	148,770	167,160	167,160	176,790
SUBTOTAL CONTRACTUAL SERVICES	1,103,389	1,097,080	1,098,230	1,257,690	1,212,190	1,365,740
310 Office Supplies	0	0	0	0	6,000	6,000
320 Clothing and Towels	0	0	0	0	0	0
330 Chemicals	Ō	0	0	0	0	C
340 Equipment Parts	0	0	0	0	0	O
350 Materials	0	0	0	0	0	C
360 Equipment Supplies	0	0	0	0	0	O
370 Building Parts	0	0	0	Ō	Ō	Ō
380 Non-Capitalizable Equipment		0	0	0.	0	0
390 Other Commodities	0	0	0	0	0	C
SUBTOTAL COMMODITIES		0	0		6,000	6,000
410 Land	0		. 0	0		C
420 Buildings	.0	0	0	0	0	Ō
430 Improvements	Ŏ	Ŏ	Ŏ	Ŏ	Ō	Ō
440 Office Equipment	0	0	0	0	0	0
450 Vehicular Equipment	0	0	0	0	0	0
460 Operating Equipment	0	6,000	6,000	6,000		
SUBTOTAL CAPITAL OUTLAY		6,000	6,000	6,000	0	O
	1 - 4 - 4					
510 Interfund Transfers	0	0	0	0	0	C
520 Debt Service	0	0	0	0	0	C
530 Other Non-Operating Expenses 540 Other	0	0 0	0 0	0 0	20,530 0	20,510 0
SUBTOTAL OTHER		n	n	0	20,530	20,510
CODICIAL CITIES	r var Y			, <b>V</b> .	20,000	20,010
			•			

FUND:

615 - SELF-INSURANCE

DEPARTMENT: 03 - FINANCE

DIVISION: 03 - MANAGEMENT SERVICES
SECTION: 04 - GROUP HEALTH

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	•	0	o	o	o	o	0
I20 Special Salaries		0	0	0	0	0	Ö
140 Employee Benefits		0	Ō	Ŏ	Ō	0	C
50 Planned Savings		0	0	0	0	0	Ç
SUBTOTAL PERSONAL	SERVICES	0	0	0	0	0	O
210 Utilities		0	0	0	ō	ō	9
20 Communications		0	0	0	0	0	(
230 Transportation and Training 240 Insurance	l i i	9,380,225	9,814,990	9,823,960	11,287,240	11,046,740	11,046,740
50 Professional Fees		1,923	0,000	Ö	0	0	C
260 Data Processing		0	0	0	0	0	
270 Equipment Contractuals	And the second second	0	Ō.	Ŏ	Ŏ	0	
280 Building and Grounds Contr	ractuals	0 6,938	75,190	0 75,190	147,190	0 147,190	147,190
290 Other Contractuals							1
SUBTOTAL CONTRACT	TUAL SERVICES	9,389,086	9,890,180	9,899,150	11,434,430	11,193,930	11,193,930
310 Office Supplies		0	750	750	750	750	750
20 Clothing and Towels		0	0	0	0	0	
30 Chemicals	10 mg	Ō	Ō	Ŏ	o	Ŏ	Control of the Contro
840 Equipment Parts		0	0	0	0	0	
ISO Materials ISO Equipment Supplies		. 0	Ŏ	Ö	Ō	Ō	AND RESIDENCE AND
370 Building Parts		Ō	0	0	0	0	na n
80 Non-Capitalizable Equipmer	nt	0	0	0	0	0	(
390 Other Commodities		0	0	0	0	0	1
SUBTOTAL COMMODI	TIES	0	750	750	750	750	750
I10 Land		ō	0	Ď	ó	Ó	
120 Buildings		0	0	0	0	0	
30 Improvements 40 Office Equipment	•	0	0	Ō	Ō	0	aranan manan arana arana arana aran
150 Vehicular Equipment	35 Company of the Com	0	0	0	en anna anna anna anna anna anna anna a	0	
60 Operating Equipment			<b>0</b>	0	0	0	and the second
SUBTOTAL CAPITAL C	DUTLAY	• 0	0	0	0	0	
E40 Interland Transfers		0	0	0	0	0	
510 Interfund Transfers 520 Debt Service		Ö	Ö	Ŏ	Ö	0	
530 Other Non-Operating Exper 540 Other	nses	1,480 0	6,000 O	6,000 0	_	6,000 0	6,00
SUBTOTAL OTHER		1,480	6,000	6,000	6,000	6,000	6,00

FUND: 615 - SELF-INSURANCE

DEPARTMENT: 03 - FINANCE

DIVISION: 03 - MANAGEMENT SERVICES

SECTION: 05 - GENERAL LIABILITY - RISK MANAGEMENT

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries		46,266	45,190	50,820	45,190	50,820	50.820
120 Special Salaries		0	0	0	0	0	0
130 Overtime		0	Ō	Ō	Ō	Ŏ	Ō
140 Employee Benefits		10,780	11,760	11,620	12,260	11,740	11,690
150 Planned Savings		0	(1,200)	0	(1,200)	0	0
SUBTOTAL PERSONAL SE	RVICES	57,046	55,750	62,440	56,250	62,560	62,510
Odo Halliai		0	0	0	0	0	0
210 Utilities 220 Communications		1,447	1,120	1,810	1,130	1,810	1,810
230 Transportation and Training		1,976	2,350	2,800	2,350	2,800	2,800
240 Insurance		282,849	1,268,520	1,260,060	1,268,520	1,204,710	1,324,530
250 Professional Fees		13,563	42,000	42,000	42,000	22,000	17,000
260 Data Processing		4,476	4,480	4,570	4,480	4,570	4,570
270 Equipment Contractuals		158	600	600	600	800	1,000
280 Building and Grounds Contractu	als	161	0	0	0	0	0
290 Other Contractuals		7,422	3,810	3,810	3,810	3,810	3,810
SUBTOTAL CONTRACTUA	L SERVICES	312,052	1,322,880	1,315,650	1,322,890	1,240,500	1,355,520
310 Office Supplies		600	2,210	2,210	2,210	8,210	8,210
320 Clothing and Towels		0	2,2,0	2,2,0	2,2,0	0,2,0	0,2,0
330 Chemicals		ŏ	Ŏ	ŏ	Ö	ŏ	Ö
340 Equipment Parts		234	0	Ō	0	0	Ō
350 Materials		O	Ō	0	Ō	Ō	0
360 Equipment Supplies		0	0	0	0	0	
370 Building Parts		0	0	0	0	0	0 0
380 Non-Capitalizable Equipment		0	0	0	0	0	0
390 Other Commodities		56,503	0	0	0	0	0
SUBTOTAL COMMODITIES	<b>}</b>	57,337	2,210	2,210	2,210	8,210	8,210
440 1			ing iz Prikagaan katalaha <b>k</b> a				
410 Land 420 Buildings	•	0	0	0 0	0	0	0
430 Improvements		o.	o establisher ö	് - അംഗ	് ് ്	Ö	0
440 Office Equipment		0	Ō	0	0	0	Ŏ
450 Vehicular Equipment		0	0		Ŏ	Ō	Ō
460 Operating Equipment		0	6,000	0	6,000	0	0
SUBTOTAL CAPITAL OUT	LAY	0	6,000	0	6,000	0	0
510 Interfund Transfers				0	0	. 0	0
520 Debt Service		Ō	Ŏ	Ô	0	0	0
530 Other Non-Operating Expenses		Ŏ	500,000	500,000	500,000	520,530	520,520
540 Other		0	0	0	0	0	0
SUBTOTAL OTHER		0	500,000	500,000	500,000	520,530	520,520
TOTAL		<u>426.435</u>	<u>1.886.840</u>	1.880.300	<u>1.887.350</u>	1.831.800	<u>1.946.760</u>

FUND: 615 - SELF-INSURANCE

**DEPARTMENT: 03-FINANCE** 

DIVISION: 03 - MANAGEMENT SERVICES

SECTION: 05 - GENERAL LIABILITY-RISK MANAGEMENT

The goal of the Risk Management Function is to provide for efficient management and a reduction of risks to which the City and its employees are or may be exposed. This section also oversees the City's vehicle liability and building and contents insurance programs. The deductible portion of the buildings and contents insurance coverage is paid from the Self - Insurance Fund. The deductible is \$100,000 per occurrence and \$200,000 aggregate.

POSITION TITLE		1992 RVSD	POSITION 1993 ADOPTED	1994 ADOPTED	1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
Risk Manager Secretary (1/2 CDBG)		1 0.5	1 0.0	1 0.0	009 618	44,300 0	49,820 0	49,820 0	49,820 O
Subtotal		1.5	1.0	1.0		44,300	49,820	49,820	49,820
ADD: Employee com	pensation					890	1,000	1,000	1,000
Total		1.5	1.0	1.0		45,190	50,820	50,820	50,820

FUND:

615 - SELF-INSURANCE

DEPARTMENT:

03 - FINANCE

DIVISION:

03 - MANAGEMENT SERVICES

SECTION:

07 - GENERAL LIABILITY - SAFETY OFFICE

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110	Regular Salaries	55,167	61,660	66,600	61,660	66,600	66,600
120	Special Salaries	. 0		0	0	0	0
	Overtime	0	0	0	0	0	0
	Employee Benefits	14,366	15,930	16,740	16,600	17,120	17,050
150	Planned Savings	0	(1,040)	0	(1,040)	0	0
	SUBTOTAL PERSONAL SERVICES	69,533	76,550	83,340	77,220	83,720	83,650
040	1100 A	teamona, bereitti ette t	Nataus vas tadarindas para sussessas		eterrence e un un monte 🗻	aeus inspessoro de respess <u>e⊆</u> a	
	Utilities	0	0	0	o	o	0
	Communications	900	730	640	740	740	750
	Transportation and Training Insurance	0	2,520 0	2,520	2,520	2,520	2,520
	Professional Fees	2,600	Ö	0	0 0	0	0 0
	Data Processing	2,196	5,000	4,640	4,600	3,240	3,240
	Equipment Contractuals	997	2,000	2,000	2,000	3,000	3,000
	Building and Grounds Contractuals	0	0	0	0	0,000	0
290	Other Contractuals	1,131	2,040	2,040	2,040	1,860	1,860
	SUBTOTAL CONTRACTUAL SERVICES	7,824	12,290	11,840	11,900	11,360	11,370
240	Office Complian	Storics substitutions and reserved				double de l'arbre et l'action de la participation de	
310	Office Supplies Clothing and Towels	771	680	880	720	840	840
	Chemicals	0	0	0	0	0	0 0
	Equipment Parts	0	0	0	0	0	0
	Materials	ŏ	ŏ	ŏ	Ö	ŏ	ŏ
	Equipment Supplies	0	0	0	0	0	0
	Building Parts	ŏ	ŏ	ŏ	ŏ	ŏ	ŏ
	Non-Capitalizable Equipment	136	0	Ô	0	en and a company of the property of	Õ
	Other Commodities	68	10,000	10,000	10,000	56,000	65,000
	SUBTOTAL COMMODITIES	975	10,680	10,880	10,720	56,840	65,840
55.2							
	Land	0	O	O.	Ō	0	0
	Buildings	0	0	0	0	0	0
	Improvements		0	Ō	Ō	0	0
	Office Equipment	0	0	0	0	0	0
	Vehicular Equipment	0.000	0 000	0	0 000	0 000	
400	Operating Equipment	3,806	3,000	3,000	3,000	3,000	3,000
	SUBTOTAL CAPITAL OUTLAY	3,806	3,000	3,000	3,000	3,000	3,000
	Interfund Transfers			0	0	0	0
	Debt Service	0	0	0	0	0	0
	Other Non-Operating Expenses Other	0	0	0	0	0 0	0
	CURTOTAL OTHER					_	
	SUBTOTAL OTHER	0	0	0	. 0	0	• <b>0</b>
TOT	<b>TAL</b>	<u>82,138</u>	102.520	<u>109.060</u>	102.840	<u>154.920</u>	<u>163.860</u>

FUND: 615 - SELF-INSURANCE

DEPARTMENT: 03 - FINANCE

DIVISION: 03 - MANAGEMENT SERVICES

SECTION: 07 - GENERAL LIABILITY-SAFETY OFFICE

This section analyzes accident data, issues safety recommendations, handles liability claims in conjunction with the Law Department and Insurance Carrier, and conducts safety inspections and training.

POSITION TITLE	1992 RVSD	POSITIONS 1993 1994 ADOPTED ADOPTE		1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
Safety Coordinator Safety Analyst		1 1 1 1	1 114 1 117	32,270 28,180	35,010 30,280	35,010 30,280	35,010 30,280
Subtotal		2 2	2	60,450	65,290	65,290	65,290
ADD: Longevity Employee compensation				0 1,210	0 1,310	0 1,310	0 1,310
TOTAL		2 2	2	61,660	66,600	66,600	66,600

FUND: 615 - SELF-INSURANCE

DEPARTMENT: 03 - FINANCE

DIVISION: 03 - MANAGEMENT SERVICES SECTION: 06 - GROUP LIFE INSURANCE

•		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110	Regular Salaries	.0	0	0	0	0	0
	Special Salaries	0	0	0	0	0	0
	Overtime	Ď	Ŏ	D.	Ď	Ó	0
	Employee Benefits Planned Savings	0	0	0	0	0	0
					_	_	
•	SUBTOTAL PERSONAL SERVICES	0	0	0	0	0	<b>.</b>
210	Utilities	0	0	0	0	0	0
	Communications	5	0	0	0	50	50
	Transportation and Training	0	0		0	0	0
	Insurance	139,324	200,000	195,000	210,000	210,000	210,000
	Professional Fees	5,130 0	15,000	15,000 0	15,000	15,000 0	15,000
	Data Processing Equipment Contractuals	0	ိ	ŏ	ŏ	ŏ	ŏ
	Building and Grounds Contractuals	0	0	o O	0	0	0
290	Other Contractuals	5,090	12,010	12,010	12,010	11,960	12,010
	SUBTOTAL CONTRACTUAL SERVICES	149,549	227,010	222,010	237,010	237,010	237,060
			occorni arrenennos <u>es enci</u> n				
	Office Supplies	26	750	750	<b>7</b> 50	e solo de la participa en	750
	Clothing and Towels	0 0	0	0	0	0	0
	Chemicals Equipment Parts	ν.	0	0	0	0	0
	Materials	ŏ	ŏ	ŏ	Ŏ	Ŏ	Ō
	Equipment Supplies	0	. 0	0	0	0	0
	Building Parts	0	0	0	0	0	0
	Non-Capitalizable Equipment Other Commodities	0	0	0	0	0	0
550	SUBTOTAL COMMODITIES	26	750	750	750	dilitatan menengan menengan kente <b>7</b> - 1	750
410	Land	0	0	0	0	o	0
	Buildings	0	0	0	0	0	0
	Improvements	0	0	0	0	0	0
	Office Equipment	0	0	0		0	0
	Vehicular Equipment	Ŏ	Ŏ	Ö	0	0	0
460	Operating Equipment		U	U			U
	SUBTOTAL CAPITAL OUTLAY	0	0	0		0	0
E4^	Later found Transform		1(	os describer con en Profesio.		1.150303.2000.00000 <b>x</b> 0	
	Interfund Transfers Debt Service	0	0	<b>V</b>	0	0	0
	Other Non-Operating Expenses	424,000	450,000	500,000	450,000	550,000	550,000
	Other Non-Operating Expenses	0	0	000,000	0		0
	SUBTOTAL OTHER	424,000	450,000	500,000	450,000	550,000	550,000
TO	en de la companya de La companya de la co	E73 F7F	677 760	722 750	607 760	707 760	707 040
10	TAL	<u>573,575</u>	<u>677.760</u>	<u>722,760</u>	<u>687.760</u>	<u>787,760</u>	<u>787.810</u>

FUND:

615 - SELF-INSURANCE

DEPARTMENT: 04 - LAW

DIVISION:

10 - CITY ATTORNEY'S OFFICE

SECTION:

02 - GENERAL LIABILITY - TORT MANAGEMENT

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
	Regular Salaries	0	36,050	36,050	36,050	36,050	36,050
	Special Salaries	0	0	0	0	0	0
	Overtime	0	0	0	0 750	0	0.000
	Employee Benefits	0	9,370	8,840 0	9,750 O	9,010	089,8 O
150	Planned Savings	U	U	U			•
1	SUBTOTAL PERSONAL SERVICES	0	45,420	44,890	45,800	45,060	45,030
210	Utilities	0	0	0	0	0	0
	Communications	0	200	200	200	200	200
, 230	Transportation and Training	668	2,250	1,700	2,250	1,700	1,700
	Insurance	0	0	0	0	0	0
	Professional Fees	91,599	182,660	207,660	182,660	207,660	207,660
	Data Processing	0	-0	0	0	0 300	300
	Equipment Contractuals	61 O	300 0	300 0	300 0	300	300 0
290	Building and Grounds Contractuals Other Contractuals	21,763	42,630	42,730	42,630	42,730	42,730
	SUBTOTAL CONTRACTUAL SERVICES	114,091	228,040	252,590	228,040	252,590	252,590
1							
	Office Supplies	1,147	580	1,330	580	1,330	1,330
320	Clothing and Towels	0	0	0	0	0	0
,	Chemicals	Ō	Ō	o o	Ō	Ō	ō
	Equipment Parts	7		0	0	0	0
	Materials	Ŏ	ō	Ŏ	Ŏ	Ŏ	0
	Equipment Supplies	0	0	0	0	0	0
	Building Parts Non-Capitalizable Equipment	0	0	0	0	0 0	0
	Other Commodities	Ŏ	0	ŏ	Ö	ŏ	Ö
	SUBTOTAL COMMODITIES	1,154	580	1,330	580	1,330	1,330
		ownodopodyku isunescenotní pypod	#0000000 0000 0000 0000000000000000000		tan erreseñocheggs ersecheser		
-	Land	0	0	0	0 0	0	0
	Buildings Improvements	0	0		0	0	0
	Office Equipment	0	0	0	0	0	0
450	Vehicular Equipment	Ö	Ö	Ö	Ö	Ö	Ö
	Operating Equipment	0	0	0	0	0	0
	SUBTOTAL CAPITAL OUTLAY	0	0	0	0	0	. 0
į į							5-15-15-15-15-15-15-15-15-15-15-15-15-15
	Interfund Transfers	0	ō	ō	0	ō	ō
	Debt Service	0	0	0	0	0	0
	Other Non-Operating Expenses Other	246,865 O	528,840 0	524,070 0	528,840 O	<b>524,28</b> 0 O	528,840 O
• }	SUBTOTAL OTHER	246,865	528,840	524,070	528,840	524,280	528,840
•							
TO'	TAL	362.110	802.880	<u>822.880</u>	803,260	823,260	<u>827.790</u>

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
Budgeted revenues:						•
Charges for services	404,677	328,000	332,280	433,000	370,140	370,140
Other Advanced Control of the Contro	0	33,710	33,710	34,380	34,380	34,380
		autorea, e seperador par la segrado		1802 - Silineton Antesau, italiaran kataka		
otal budgeted revenues	404,677	361,710	365,990	467,380	404,520	404,520
dgeted expenditures:						
Personal services	0	0	17,600	0	42,790	43,79
Contractual services	229,257	214,760	231,960	219,180	193,350	193,35
Materials and supplies	8,485	10,000	10,000	10,000	10,000	10,000
Principal - debt service	0	0	0	0	0	
Interest - debt service	0	0	. 0	Ō	ŏ	- (
Capital outlay	0	Ō	Ŏ	Ö	ŏ	
Cost of goods sold	79,968	Ŏ	ŏ	· ŏ	Ŏ	
Contingency	0	33,710	33,710	34,380	34,380	34,38
Appropriated reserve	Ŏ	376,750	312,430	0	0	04,00
	Genematas espesivos estados esta				Grana kristova in Držana navenestica	
tal budgeted expenditures	317,710	635,220	605,700	263,560	280,520	281,520
tal budgeted revenues over (under)						
otal budgeted expenditures	86,967	(273,510)	(239,710)	203,820	124,000	123,000
justments for GAAP:	vyligi sydenski i		And And	1. 电电路 电影 (E)		100 mg
Depreciation	(121,453)	(25,430)	(30,000)	(23,550)	(26,000)	(25,00
Bond proceeds	0	0	0	0	0	,,
Debt service principal	0	0	0	0	0.	
Capital outlay	0	0	0	0	·- 10	
tal adjustments	(121,453)	(25,430)	(30,000)	(23,550)	(26,000)	(25,000
	era napas partaking tubi sageruli na	Heren daaretika vata (1900)	i. Gelitar terresekarriare (ate a u.a., ge <b>zek</b> a.)	i. Phint Ping F Description (consideration)	4884851114.05.1111.1858111.48581188	
crease (decrease) in	of the Park and season and common of the season.	i jan asabasan sa sa jangka keleberah sa ke	sunum egyptyppiganoch, konsigege.			
retained earnings	(34,486)	(298,940)	(269,710)	180,270	98,000	98,000
tained earnings						
January 1	410,199	371,439	375,713	343,719	106,003	204,003
tained earnings						
December 31	375,713	72,499	106,003	523,989	204,003	302,003
venue/expenditure coverage:						
Increase (decrease) in						
retained earnings	(34,486)	(298,940)	(269,710)	180,270	98,000	98,000
Add: depreciation	121,453	25,430	30,000	23,550	26,000	25,000
bond proceeds	0	0	0	0	0	
Less: debt service principal	0	0	o	0	0	و
capital outlay	ŏ	Ŏ	0	ŏ	0	
venues generated over(under) expenditure requirements	86,967	(273,510)	(239,710)	203,820	124,000	123,000
	**************************************	, , , , , , , , , , , , , , , , , , ,			147,000	120,000

#### **TELECOMMUNICATIONS**

Telecommunications is an Internal Service Fund which provides a quality, City-owned telephone system to the organization at the lowest possible cost. Responsibilities include system maintenance, upgrading to meet new demands, and future system replacement.

Telecommunications is managed within the Department of Finance. User charges are determined by line and circuit costs (passed on by the vendor), department needs, long distance calls, and equipment needs. Increased costs have a direct impact on Department's expenditure budgets.

#### **Budget Highlights**

The adopted 1994 budget shows an increase of \$22,050 over the 1993 adopted budget. The approved 1995 budget increases \$1,000 over the adopted 1994 budget.

- The 1993 revised budget includes \$30,000 for a study of staffing and equipment upgrade needs. The
  goals are to minimize the possibility of system failure, reduce current operating expenditures and delay
  major capital replacement by extending equipment life.
- An approved 25% increase for instrument charges implemented in 1994, will generate an additional \$35,000 each year. The increase will allow full cost recovery and cash accumulation to provide for future replacement of the system.
- A System Analyst position has been added in 1993 to provide software modification services associated with the telephones, modems, faxes, etc. This service was previously provided by an outside contractor.

#### **Budget Summary**

	1992 Actual	1993 Adopted	1993 Revised	1994 Adopted	1995 Approved
Personal Services	0.	0	17,600	42,790	43,790
Contractual Services	229,257	214,760	231,960	193,350	193,350
Commodities	8,485	10,000	10,000	10,000	10,000
Capital Outlay	0	0	0	0	1
Other	79,968	33,710	33,710	34,380	34,380
TOTAL	317,710	258,470	293,270	280,520	281,520

FUND: 620 - TELECOMMUNICATIONS

DEPARTMENT: 03 - FINANCE
DIVISION: 40 - PURCHASING

SECTION: 02 - TELECOMMUNICATIONS

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
	Regular Salaries	0	0	13,700	0	33,040	33,900
	Special Salaries	0	0	0	. 0	0	0
	Overtime	0	0	0	0	0	
	Employee Benefits Planned Savings	0	0	3,900 <b>0</b>	0	9,750 0	9,890 <b>0</b>
	SUBTOTAL PERSONAL SERVICES	0	0	17,600	0	42,790	43,790
				en e			
	Utilities	0	0	•	0	0	0
	Communications	142,672	150,000	138,700	150,000	138,700	138,700
	Transportation and Training Insurance	0	0	0	0	0	· · · · · · · · · · · · · · · · · · ·
	Professional Fees	0	Ö	30,000	ŏ	Ö	Ä
	Data Processing	Ō	Ō	00,000	0	0	Ŏ
	Equipment Contractuals	63,306	63,110	61,610	67,530	53,000	53,000
	Building and Grounds Contractuals	0	0	, 0	0	0	0
290	Other Contractuals	23,279	1,650	1,650	1,650	1,650	1,650
	SUBTOTAL CONTRACTUAL SERVIC	229,257	214,760	231,960	219,180	193,350	193,350
310	Office Supplies	69	0	0.	0	0	Ò
	Clothing and Towels	0	0	0	0	0	0
	Chemicals	0	0	0	0	0	0
	Equipment Parts	8,416	10,000	10,000	10,000	10,000	10,000
	Materials Equipment Supplies		0		0 0	0	O O
	Building Parts	o o	ŏ	ŏ	o de la companya della companya della companya della companya de la companya della companya dell	റ്	······································
	Non-Capitalizable Equipment	Ō	Ō	Ō	0	0	0
	Other Commodities	0	0	0	0	0	0
	SUBTOTAL COMMODITIES	8,485	10,000	10,000	10,000	10,000	10,000
		and the second of the second	n de la managa de la compansa de la	ar Silvarian and India.	3 13 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
410		0	0		0	0	ŏ
	Buildings Improvements	0	0	0	0	0	0
	Office Equipment	0	9. 10. 9.1 401 A01 A01 TO	Õ		• 0	0
	Vehicular Equipment	0	0	0	0	0	0
460	Operating Equipment	0	0	0	0	0	0
	SUBTOTAL CAPITAL OUTLAY	0	•	0	0	0	0
Ε1Λ	Interfund Transfers	guli sensibil s <b>a</b> n	y		n dinasa wa		in arcettediscate film κ
	Debt Service			0 0		ი ი	0
	Other Non-Operating Expenses	Ď.	33,710	33,710	34,380	34,380	34,380
	Other	79,969	0	0	0	0	0
	SUBTOTAL OTHER	79,969	33,710	33,710	34,380	34,380	34,380
TOT	<b>AL</b>	317,710	<u>258,470</u>	293.270	263,560	280,520	281.520

FUND: 620 - TELECOMMUNICATIONS

DEPARTMENT: 03 - FINANCE DIVISION: 40 - PURCHASING

SECTION: 02 - TELECOMMUNICATIONS

The Telecommunications Internal Service Fund seeks to provide a quality City-owned telephone system to the City organization at the lowest possible cost.

Telecommunications is an activity within the Department of Finance. Administration for the Telecommunications Fund is handled in the Department of Finance.

POSITION TITLE	POS 1992 RVSD		993	1 <b>9</b> 9 ADOPT		1994 EMPLOYMENT RANGE	1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APPROVED
Systems Analyst II	, ,		0		1	119	0	13,220	31,720	31,720
Subtotal	(	)	0		1		0	13,220	31,720	31,720
Employee Compensation		-	·.					480	1,320	2,180
Total	(	) · · ·	0		1		0	13,700	33,040	33,900

Budgeted revenues: Charges for services Other  Total budgeted revenues  Budgeted expenditures: Personal services Contractual services Materials and supplies Principal - debt service Interest - debt service Capital outlay Cost of goods sold Contingency Appropriated reserve  Total budgeted expenditures  Total budgeted expenditures  Adjustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay  Total adjustments	1,161,295 3,517 1,164,812 218,377 193,663 122,123 0 0 26,188 444,893 1,815 0	1993 ADOPTED  645,510 100,050  745,560  223,340 255,700 132,320 0 0 100,050 135,650  847,060  34,150	1993 REVISED  764,420 100,050  864,470  228,610 210,230 128,700 0 0 100,050 162,730  830,320  34,150	1994 APPROVED  655,300 101,690  756,990  228,970 256,360 132,320 0 0 0 101,690 12,570  731,910	1994 ADOPTED  730,420 101,690  832,110  236,920 211,900 137,840 0 2,700 0 101,690 0  691,050	1995 APPROVED  732,430 101,690  834,120  247,050 212,980 137,840 0 0 103,700 0 701,570
Charges for services Other  Total budgeted revenues Budgeted expenditures: Personal services Contractual services Materials and supplies Principal - debt service Interest - debt service Capital outlay Cost of goods sold Contingency Appropriated reserve  Total budgeted expenditures  Total budgeted expenditures  Total budgeted expenditures  Adjustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay  Total adjustments	3,517  1,164,812  218,377 193,663 122,123 0 26,188 444,893 1,815 0  1,007,059	745,560  223,340 255,700 132,320 0 0 100,050 135,650	100,050 864,470 228,610 210,230 128,700 0 0 0 100,050 162,730	756,990  228,970 256,360 132,320 0 0 101,690 12,570	101,690 832,110 236,920 211,900 137,840 0 2,700 0 101,690 0	101,690 834,120 247,050 212,980 137,840 0 0 103,700 0
Charges for services Other  Other  Otal budgeted revenues  udgeted expenditures: Personal services Contractual services Materials and supplies Principal - debt service Interest - debt service Capital outlay Cost of goods sold Contingency Appropriated reserve  otal budgeted expenditures otal budgeted expenditures djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments	3,517  1,164,812  218,377 193,663 122,123 0 26,188 444,893 1,815 0  1,007,059	745,560  223,340 255,700 132,320 0 0 100,050 135,650	100,050 864,470 228,610 210,230 128,700 0 0 0 100,050 162,730	756,990  228,970 256,360 132,320 0 0 101,690 12,570	101,690 832,110 236,920 211,900 137,840 0 2,700 0 101,690 0	101,690 834,120 247,050 212,980 137,840 0 0 103,700 0
register of the service of the servi	218,377 193,663 122,123 0 26,188 444,893 1,815 0	223,340 255,700 132,320 0 0 0 100,050 135,650	228,610 210,230 128,700 0 0 0 100,050 162,730	228,970 256,360 132,320 0 0 0 101,690 12,570	236,920 211,900 137,840 0 0 2,700 0 101,690 0	247,050 212,980 137,840 0 0 103,700 0
register of GAAP: Depreciation Bond proceeds Debt services Data budgeted expenditures Depreciation Bond proceeds Debt service Depta outlay Dotal budgeted expenditures Depta budgeted expenditures Dep	218,377 193,663 122,123 0 26,188 444,893 1,815 0	223,340 255,700 132,320 0 0 0 100,050 135,650	228,610 210,230 128,700 0 0 0 100,050 162,730	228,970 256,360 132,320 0 0 0 101,690 12,570	236,920 211,900 137,840 0 0 2,700 0 101,690 0	247,050 212,980 137,840 0 0 103,700 0
Personal services Contractual services Materials and supplies Principal - debt service Interest - debt service Cost of goods sold Contingency Appropriated reserve  otal budgeted expenditures otal budgeted expenditures djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments crease (decrease) in	193,663 122,123 0 0 26,188 444,893 1,815 0	255,700 132,320 0 0 0 100,050 135,650	210,230 128,700 0 0 0 0 100,050 162,730	256,360 132,320 0 0 0 0 101,690 12,570	211,900 137,840 0 0 2,700 0 101,690 0	212,980 137,840 0 0 0 103,700 0 701,570
Contractual services Materials and supplies Principal - debt service Interest - debt service Capital outlay Cost of goods sold Contingency Appropriated reserve  otal budgeted expenditures otal budgeted expenditures dijustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments crease (decrease) in	193,663 122,123 0 0 26,188 444,893 1,815 0	255,700 132,320 0 0 0 100,050 135,650	210,230 128,700 0 0 0 0 100,050 162,730	256,360 132,320 0 0 0 0 101,690 12,570	211,900 137,840 0 0 2,700 0 101,690 0	212,986 137,846 ( ( ( ) ( ) ( ) ( ) ( ) ( ) ( ) ( ) (
Materials and supplies Principal - debt service Interest - debt service Capital outlay Cost of goods sold Contingency Appropriated reserve  otal budgeted expenditures otal budgeted revenues over (under) otal budgeted expenditures djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments  crease (decrease) in	122,123 0 0 26,188 444,893 1,815 0 1,007,059	132,320 0 0 0 0 100,050 135,650	128,700 0 0 0 0 100,050 162,730	132,320 0 0 0 101,690 12,570	137,840 0 0 2,700 0 101,690 0	137,846 (0 (0 (0 (0 103,700 (0 701,570
Interest - debt service Capital outlay Cost of goods sold Contingency Appropriated reserve  otal budgeted expenditures otal budgeted revenues over (under) total budgeted expenditures dijustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments crease (decrease) in	0 26,188 444,893 1,815 0 1,007,059	0 0 0 100,050 135,650	0 0 0 100,050 162,730	0 0 0 101,690 12,570 731,910	0 2,700 0 101,690 0	701,570
Capital outlay Cost of goods sold Contingency Appropriated reserve  otal budgeted expenditures otal budgeted revenues over (under) otal budgeted expenditures  dijustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay  tal adjustments	26,188 444,893 1,815 0 1,007,059 157,753	0 100,050 135,650 847,060	0 0 100,050 162,730 830,320	0 0 101,690 12,570 731,910	2,700 0 101,690 0	701,570
Cost of goods sold Contingency Appropriated reserve  otal budgeted expenditures  otal budgeted revenues over (under) otal budgeted expenditures  djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay  tal adjustments	444,893 1,815 0 1,007,059 157,753	0 100,050 135,650 847,060	0 100,050 162,730 830,320	0 101,690 12,570 731,910	0 101,690 0 691,050	701,570
Contingency Appropriated reserve  otal budgeted expenditures  otal budgeted revenues over (under) total budgeted expenditures  djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay  otal adjustments  crease (decrease) in	1,815 0 1,007,059 157,753	135,650 847,060	100,050 162,730 830,320	101,690 12,570 731,910	101,690 0 691,050	701,570
Appropriated reserve  patal budgeted expenditures  patal budgeted revenues over (under)  patal budgeted expenditures  dijustments for GAAP:  Depreciation  Bond proceeds  Debt service principal  Capital outlay  patal adjustments  crease (decrease) in	0 1,007,059 157,753	847,060	830,320	731,910	691,050	10
otal budgeted revenues over (under) total budgeted expenditures  djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay  otal adjustments  crease (decrease) in	157,753		•			10
djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments  crease (decrease) in		34,150	34,150	37 650	141 060	n ( <u>1.1</u>
djustments for GAAP: Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments crease (decrease) in		51,700	0.,.00			132,550
Depreciation Bond proceeds Debt service principal Capital outlay otal adjustments crease (decrease) in	.=			0.,000	141,000	102,000
Debt service principal Capital outlay otal adjustments crease (decrease) in	(7,569)	(6,790)	(6,790)	(3,820)	(3,820)	(3,820
Capital outlay otal adjustments crease (decrease) in	0	0	0	0	0	9
crease (decrease) in	0 26,188	0 0	0	0	0 2,700	(
The state of the s	18,619	(6,790)	(6,790)	(3,820)	(1,120)	(3,820
The state of the s						
	176,372	27,360	27,360	33,830	139,940	128,730
etained earnings January 1	339,140	429,590	515,512	456,950	542,872	682,812
etained earnings						
December 31	515,512	456,950	542,872	490,780	682,812	811,542
				Maharika - kati		
evenue/expenditure coverage: Increase (decrease) in						
retained earnings	176,372	27,360	27,360	33,830	139,940	128,730
Add: depreciation bond proceeds	7,569 0	6,790 0	6,790 0	3,820 0	3,820 0	3,820 C
Less: debt service principal capital outlay	0 26,188	0 0	0	0 0	0 2,700	(
	20,100	<b>Y</b>	Ĭ	Ž	<b>-,,,</b> 00	,
evenues generated over(under) expenditure requirements	210,129	34,150	34,150	37,650	146,460	132,550

#### STATIONERY STORES

Stationery Stores is an Internal Service Fund that consists of four activities that provide printing, binding, photo copying, micrographic, facsimile, supply and mail processing services for City operations. The Stores Fund is an operation within the Department of Finance.

#### **Budget Highlights**

The adopted 1994 budget shows a decrease of \$20,360 from the 1993 adopted budget. The approved 1995 budget increases \$10,520 from the 1994 budget.

- The 1993 revised budget includes \$30,000 for the enhanced microfilming project, initiated in 1990. This is budgeted in a non-departmental account. Designated funds for this project are reduced to \$20,000 in 1994 and \$10,000 in 1995 as our backlog of microfilming is decreased.
- A new copier contract was signed in November, 1992 at a lower price per copy and estimated savings of \$47,000. The reduction has been passed on to departments by lowering the copy rate from 4 cents/copy to 3.5 cents/copy.
- The Stationery Stores Fund is projected to operate with a slight revenue excess in 1993 and 1994 (primarily due to the copiers). Staff will continue to monitor the four cost centers (Stores, Print Shop, Microfilming, and Copiers) to maintain balance and equity in the pricing structure to departments.
- Capital outlay in 1994 consists of a HP Laserjet printer for Stationery Stores and a 486sx Computer for Micrographics. The computer will allow an increasing amount of microfilm to be filed on a database for easy access.

#### **Budget Summary**

	1992 Actual	1993 Adopted	1993 Revised	1994 Adopted	1995 Approved
Personal Services	218,377	223,340	228,610	236,920	247,050
Contractual Services	193,663	255,700	210,230	211,900	212,980
Commodities	122,123	132,320	128,700	137,840	137,840
Capital Outlay	26,188	0	0	2,700	0
Other	446,708	100,050	100,050	101,690	103,700
TOTAL	1,007,059	711,410	667,590	691,050	701,570

FUND:

625 - STATIONERY STORES

DEPARTMENT: 03 - FINANCE

#### COMBINED DETAIL SUMMARY

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110	Regular Salaries	149,438	179.250	179,190	182,240	184,120	188,410
	Special Salaries	19,115	0	0	0	104,120	0
	Overtime	1,256	Ö	ō	Ö.	ő	Ö
140	Employee Benefits	48,568	49,140	54,400	51,870	57,920	58,640
150	Planned Savings	0	(5,050)	(4,980)	(5,140)	(5,120)	0
	SUBTOTAL PERSONAL SERVICES	218,377	223,340	228,610	228,970	236,920	247,050
	Utilities	0	. 0	0	0	0	. 0
	Communications	1,724	1,640	1,700	1,640	1,920	1,890
	Transportation and Training	Ō	40	Ŏ	40	Ō	Ō
	Insurance	0	0	0	0	0	0
	Professional Fees	8,641	1,840	1,840	1,930	1,930	1,970
	Data Processing	4,476	4,480	4,480	4,480	4,480	4,480
	Equipment Contractuals  Building and Grounds Contractuals	158,927 O	227,720 0	182,230 0	228,290 0	183,590 O	184,660 O
	Other Contractuals	19,896	19,980	19,980	19,980	19,980	19,980
	SUBTOTAL CONTRACTUAL SERVICES	193,663	255,700	210,230	256,360	211,900	212,980
310	Office Supplies	2,539	2,100	1,920	2,100	1,910	1,910
	Clothing and Towels	106	100	90	100	90	90
	Chemicals	2,544	1,980	7,680	1,980	7,680	7,680
340	Equipment Parts	8,761	7,200	4,000	7,200	4,000	4,000
350	Materials	694	0	0	0	0	0
360	Equipment Supplies	107,090	120,880	114,220	120,880	123,370	123,370
370	Building Parts	0	0	0	0	0	0
	Non-Capitalizable Equipment	0	0	0	0	0	0
390	Other Commodities	389	60	790	-60	790	790
	SUBTOTAL COMMODITIES	122,123	132,320	128,700	132,320	137,840	137,840
		to the second control of the second control	satura di manganan saturan sa	era e recent representante		Onde ippusseuseuse, tinne joe <b>us</b> e	
	Land	Ŏ	- Janeiro - Sono Sono Sentra	Ŏ	Ŏ	O.	0
	Buildings	0	0	0	0	0	0
	Improvements	0	0	0	0	0 700	ō
	Office Equipment	0		0	0	2,700	0
	Vehicular Equipment Operating Equipment	26,188	0	0	0	0	0
	SUBTOTAL CAPITAL OUTLAY	26,188	0	0	0	2,700	0
				· · · · · · · · · · · · · · · · · · ·			
	Interfund Transfers	Ŏ.	Ŏ.	0	0	Ŏ	0
	Debt Service	0	0	0	0	0	0
	Other Non-Operating Expenses Other	1,815 444,893	100,050 0	100,050 0	101,690 0	101,690 0	103,700 0
	SUBTOTAL OTHER	446,708	100,050	100,050	101,690	101,690	103,700
						2 22 2	Landers Pro-
TO:	TAL	1.007.059	<u>711.410</u>	667.590	<u>719.340</u>	691.050	<b>70</b> 1,570
	<del>r</del> Caracteristic de la companya de la c	TIXALIXAA	4-1-17-19	YYIJYY	**************************************	XXIIXXX	LY IVIV

FUND: 625 - STATIONERY STORES

**DEPARTMENT: 03 - FINANCE** 

DIVISION: 03 - MANAGEMENT SERVICES

This activity is administered by the Purchasing Division of the Department of Finance as a financially self-sustaining operation. The goal of this activity is to promptly provide all departments with office supplies, duplicating services, mailroom services, photocopying and microfilming services at the most feasible economic cost. This activity is also responsible for accurately billing individual divisions for appropriate telephone services, photocopying machine usage, and for producing employee photo identification cards.

POSITION TITLE	POSI 1992 RVSD	ITIONS 1993 1994 ADOPTED ADOPT		T 1993 ADOPTED	1993 REVISED	1994 ADOPTED	1995 APF'ROVED
Administrative Asst.	1	1	1 118	31,790	33,650	33,650	
Micrographics Supervisor	1	1	1 625	31,790	32,840	32,840	32,840
Print Shop Supervisor	1	1	1 624	30,280	30,270	31,280	31,280
Printing Press Operator II	- 1	1 .	1 620	25,050	25,870	25,870	25,870
Printing Press Operator I	1	1	1 619	20,680	20,970	22,250	23,640
Clerk II	1	1	1 615	17,560	17,820	18,850	20,000
Typist Clerk	1	1,	1 614	16,170	16,300	17,280	18,270
Subtotal	.7	7	7.	173,320	177,720	182,020	185,550
ADD Longevity				2,460	1,390	1,160	1,030
Employee Compensation				3,470	80	940	1,830
TOTAL				179,250	179,190	184,120	188,410

FUND: 625 - STATIONERY STORES

DEPARTMENT: 03 - FINANCE

DIVISION: 03 - MANAGEMENT SERVICES ACTIVITY: 03 - PURCHASING SERVICES

SUBACTIVITY: 01 - STORES

		1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
		10 705	EA 00A		E1 650	E2 600	56,510
	Regular Salaries Special Salaries	42,735 3,677	50,680 O	<b>52,94</b> 0 0	<b>51,65</b> 0 O	54,600 0	50,510 0
	O Special Salaries O Overtime	3,6//	ŏ	ŏ	o o o o o o o o o o o o o o o o o o o	ŏ	Ŏ
	Employee Benefits	8,541	13,940	15,920	14,740	16,990	17,330
	Planned Savings	Ö	(1,190)	(1,190)			
	SUBTOTAL PERSONAL SERVICES	54,953	63,430	67,670	65,170	70,420	73,840
	grander i de la companya de la comp Nationale de la companya de la comp	s de la companya de l		0	Ö	O	0
	Utilities Communications	773	- 0 700	760	700	860	860
	Transportation and Training	,,,3	, , , , , , , , , , , , , , , , , , ,		40	000	0
	Insurance	0	0	Ö	0	0	Ō
	Professional Fees	1,865	1,840	1,840	1,930	1,930	1,970
	Data Processing	4,476	4,480	4,480	4,480	4,480	4,480
	Equipment Contractuals	3,344	3,000	3,370	3,000	3,840	4,210
280	Building and Grounds Contractuals	0	0	0	0	0	0
290	Other Contractuals	18,836	18,920	18,920	18,920	18,920	18,920
	SUBTOTAL CONTRACTUAL SERVICES	29,293	28,980	29,370	29,070	30,030	30,440
210	Office Supplies	2,242	1,820	1,640	1,820	1,630	1,630
	Clothing and Towels	2,242	0.020	0	1,020	0.000	0
	Chemicals	ŏ	ŏ	ŏ	ŏ	ŏ	Ŏ
	Equipment Parts	0	200	0	200	Ō	0
	Materials	Ö	0	Ŏ	Ō	0	0
	Equipment Supplies	0	0	0	0	0	0
	Building Parts	0	0	0	0	0	0
	Non-Capitalizable Equipment	0	0	0	0	0	0
390	Other Commodities	0	0	0	0	0	0
	SUBTOTAL COMMODITIES	2,242	2,020	1,640	2,020	1,630	1,630
		·	Saar Landa Tanasassassassassassa	er e salak di adam la salak di	in month consistences paré	99900000000000000000000000000000000000	9099-01-1000000000000000000000000000000
	Land	0	Ŏ		0	Ó	0
	Buildings	0	0	Ö	0	0	0
	Improvements	0	0	0	0	1,350	0
	Office Equipment OVehicular Equipment	Ö	i i i i i i i i i i i i i i i i i i i	ം വ		,,550	ŏ
	Operating Equipment	0	0	Ō	0	0	Ō
	SUBTOTAL CAPITAL OUTLAY	0	O	. 0	0	1,350	0
	Interfund Transfers	0	Ō	0	, o	Ŏ	0
	Debt Service	0	0	0	0	0	0
	Other Non-Operating Expenses Other	1,815 444,893	. 23,620 O	<b>23,62</b> 0 0	24,090 0	24,090 0	24,570 0
	SUBTOTAL OTHER	446,708	23,620	23,620	24,090	24,090	24,570
					ti i i		
TO	TAL	<u>533,196</u>	<u>118.050</u>	122,300	120.350	<u>127.520</u>	130.480
. •		- Throng					

625 - STATIONERY STORES

DEPARTMENT: 03 - FINANCE
DIVISION: 03 - MANAGEMENT SERVICES
ACTIVITY: 03 - PURCHASING SERVICES

SUBACTIVITY: 02 - PRINTSHOP

	Andrew Community (Andrew Community	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 (	Regular Salaries	65,646	78,540	77,110	79,660	79,400	80.790
	Special Salaries	8,504	0	0	0	0	C
	Overtime	1,256	Ŏ	o o	Ď	Ŏ	Č
	Employee Benefits	25,097	21,380	23,390	22,520	24,930	25,150
	Planned Savings	Ξ΄΄΄ σ	(2,920)	(2,870)	,		
	SUBTOTAL PERSONAL SERVICES	100,503	97,000	97,630	99,220	101,340	105,940
210 (	Utilities	Ó	0	0	ō	0	C
	Communications	469	470	470	470		500
		0	tan arabata art arbaitas em proportar a	T/0	7,0		000
	Transportation and Training	a se social e de la tropación de Tita	o o	a contrated to the section of	.a.,.anar tababhasasasasasa <del>r</del> -	Ŏ	5146600100000000000000000000000000000000
	Insurance	0	. 0		0		
250 f	Professional Fees	225	0	0	0	0	C
260 I	Data Processing	. 0	0	. 0	• 0	0	0
270 8	Equipment Contractuals	30,403	37,670	36,290	38,240	37,180	37,880
	Building and Grounds Contractuals	0	0	0	0	0	O
	Other Contractuals	0	0	0	0	0	) (C
	SUBTOTAL CONTRACTUAL SERVICE	ES 31.097	38,140	36,760	38,710	37,710	38,380
310 (	Office Supplies	23	0	0	0	0	C
	Clothing and Towels	80	100	90	100		90
		2,544	1,200	6,900	1,200	. <b>.</b>	6,900
	Chemicals		CONTRACTOR OF THE PROPERTY OF				
	Equipment Parts	8,205	5,000	2,000	5,000		2,000
	Materials ,	0	0	0	0		C
360 E	Equipment Supplies	80,320	90,000	83,550	90,000	90,230	90,230
370 E	Building Parts	0	0	0	0	0	C
	Non-Capitalizable Equipment	0	0	0	0	0	C
	Other Commodities	360	30	760	30	760	760
,	SUBTOTAL COMMODITIES	91,532	96,330	93,300	96,330	99,980	99,980
			\$10000.doco0001110566000400 <u>0</u> 00	100ung 1010000ungguus 00. Ja <b>ja</b> sh	- uduku agaanas sanaraannan kee	000000000000000000000000000000000000000	
410		0	0	0	· 0	0	0
	Buildings		0	0			
	Improvements	0	0	. 0	0	0	C
	Office Equipment	0	0	0	0		
450 \	Vehicular Equipment	0	0	0	0	0	
460 (	Operating Equipment	26,529	0	0	. 0	0	•
	SUBTOTAL CAPITAL OUTLAY	26,529	0	0	· · · · · · · · · · · · · · · · · · ·	0	
510 (	Interfund Transfers	0	0	0	0	0	C
	Debt Service	0	0	0	0	· · · · · · · · · · · · · · · · · · ·	C
	Other Non-Operating Expenses	Ŏ		57,990	58,740		59,900
540	· · · · · · · · · · · · · · · · · · ·	Õ	0	0,,555	0		33,335
	SUBTOTAL OTHER	0	<b>57,9</b> 90	57,990	58,740	58,740	59,900

FUND:

**625 - STATIONERY STORES** 

DEPARTMENT:

03 - FINANCE

DIVISION: ACTIVITY: 03 - MANAGEMENT SERVICES 03 - PURCHASING SERVICES

SUBACTIVITY: 03 - MICROGRAPHICS

	1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPROVED
110 Regular Salaries	41,057	50,030	49,140	50,930	50,120	51,110
120 Special Salaries	6,934	0	0	0	0	. 0
130 Overtime	0		0	0	O	0
140 Employee Benefits 150 Planned Savings	14,930 0	13,820	15,090	14,610	16,000	16,160
100 Flamled Savings		(940)	(920)	(960)	(960)	0
SUBTOTAL PERSONAL SERVICES	62,921	62,910	63,310	64,580	65,160	67,270
	1 10 10 10 10 00 00 00 00 00 00 00 00 00	ocuca pout homodé servicases udu o ≟anc		entrolitism 1911. Magannadagara		
210 Utilities 220 Communications	0	0 470	470	470	0	0
230 Transportation and Training	482 0	470	470 0	470	530 0	530 0
240 Insurance	0	0	0	0	0	Č
250 Professional Fees	6,551	Ŏ	Ŏ	Ö	Ö	Ċ
260 Data Processing	0	0	0	0	0	0
270 Equipment Contractuals	119	50	50	50	50	50
280 Building and Grounds Contractuals 290 Other Contractuals	0	0	0			0
290 Other Contractuals	1,060	1,060	1,060	1,060	1,060	1,060
SUBTOTAL CONTRACTUAL SERVICES	8,212	1,580	1,580	1,580	1,640	1,640
310 Office Supplies	274	280	280	280	280	280
320 Clothing and Towels	26	0	0	0	-00	
330 Chemicals	ō	780	780	780	780	780
340 Equipment Parts	521	2,000	2,000	2,000	2,000	2,000
350 Materials	694	0	0	0	0	C
360 Equipment Supplies	4,813	7,000	6,000	7,000	6,000	6,000
370 Building Parts 380 Non-Capitalizable Equipment	0	O.	0	0	U O	C C
390 Other Commodities	29	30	30	30	30	30
SUBTOTAL COMMODITIES	6,357	10,090	9,090	10,090	9,090	9,090
410 Land	O		n.	0	0	0
420 Buildings	0	0	0	0	0	0
430 Improvements	0	0	0	Ō	Ō	Ö
440 Office Equipment	0	0.	0	0	1,350	0
450 Vehicular Equipment	0	Ō	Ō	ō	Ō	Ō
460 Operating Equipment	0		0	0	0	0
SUBTOTAL CAPITAL OUTLAY	0	. , 0	0	· · · · · · · · · · · · · · · · · · ·	1,350	0
510 Interfund Transfers	er en en et mar volation de la caracter	s – udjelij Drubištin 📥	, in the second second	s indinas assau <b>s</b> m	olika od 1990 godina stalika e	
520 Debt Service	<b>0</b>	0	0	0	0	Ø 0
530 Other Non-Operating Expenses	ŏ	18,440	18,440	18,860	18,860	19,230
540 Other	0	0	. 0	0	0	0
SUBTOTAL OTHER	0	18,440	18,440	18,860	18,860	19,230
	et e e					
TOTAL	<u>77.490</u>	93,020	92,420	<u>95,110</u>	96.100	97.230

FUND: 625 - STATIONERY STORES

DEPARTMENT: 03

03 - FINANCE

DIVISION: ACTIVITY: 03 - MANAGEMENT SERVICES 03 - PURCHASING SERVICES

SUBACTIVITY: 04 - COPIERS

				1992 ACTUAL	1993 ADOPTED	1993 REVISED	1994 APPROVED	1994 ADOPTED	1995 APPFIOVED
_	120	Regular Salaries Special Salaries		0	0	0	0	0	0
	140	Overtime Employee Benefits		0	0 0 0	0	0 0	0 0 0	0
•	150	Planned Savings SUBTOTAL PERSONAL SERVICE	:e	0	0	0	0	0	0
		SUBTUTAL PERSUNAL SERVICE	<b>-</b> 5		•	, , <b>, ,</b>		V	
		Utilities Communications		0	0	0 0	0 0	0	0
	240	Transportation and Training Insurance		0 0	0	0	0	0 0	0
	260	Professional Fees Data Processing		0 0 125,061	0 0 187,000	0 0 142,520	0	0 0 142,520	0 0 142,520
1	280	Equipment Contractuals  Building and Grounds Contractuals  Other Contractuals		125,061 0	0 0 0	0	0	142,520 O O	0 0
-		SUBTOTAL CONTRACTUAL SER	RVICES	125,061	187,000			142,520	142,520
		000-0		processesses contentation which	Managas 55900 percentation 5000	·		\$10061000000000000000000000000000000000	
1	320	Office Supplies Clothing and Towels Chemicals		0 0	0 0 0	0 0 0	0	0 0 0	0
	340	Equipment Parts Materials		35 . 0	0	0	0	Ö	Ö
1	360 370	Equipment Supplies Building Parts		21,957 0	23,880 0	24,670 0		27,140 0	27,140 0
-		Non-Capitalizable Equipment Other Commodities		0	0	0		0 0	0
		SUBTOTAL COMMODITIES		21,992	23,880	24,670	23,880	27,140	27,140
w.		Land Buildings		0	O	Ö O	0	0	0
1	430	Improvements Office Equipment		0	0	0	0	, 0 0	0
		Vehicular Equipment Operating Equipment		0 0	0	0	0	0 0	0
أسر		SUBTOTAL CAPITAL OUTLAY		0	0	0	0	C	0
		Interfund Transfers Debt Service		0	0			0	0
	530	Other Non-Operating Expenses Other		ě	0	0	0	, 0	6
		SUBTOTAL OTHER		0	0	0	0	0	0
	TO	<b>TAL</b>		<u>147.053</u>	<u>210.880</u>	<u>167.190</u>	210.880	<u>169.660</u>	<u>169,660</u>

## NOTES